



# Golden Gate National Recreation Area

## *Special Park Uses Fact Sheet*



Contact: (415) 561-4300

### ***NPS Mission Statement***

***"...to conserve the scenery and the natural and historic objects and the wildlife therein and to provide for the enjoyment of the same in such a manner and by such means as will leave them unimpaired for the enjoyment of future generations."***

### Special Use Permits and the Office of Special Park Uses

The Golden Gate National Recreation Area (GGNRA) is home to many unique and beautiful landscapes and settings that are ideal venues for a variety of special activities such as cultural programs, picnics, wedding ceremonies, festivals, athletic events, and film and photography projects. Most special events and activities held in the Park require a Special Use Permit, issued only after the National Park Service (NPS) determines that the activities involved will not impair park values and resources. The Office of Special Park Uses evaluates all proposals for special events in the GGNRA. Our permitting process ensures that special events are conducted in a manner consistent with NPS standards of resource and visitor protection. Our goal is for all special events to foster the mission of the NPS and benefit the general public and event participants. To facilitate your application for a Special Use Permit, we have listed below a few things you will need to know about planning and holding your event or activity in the Park.

### Site-Specific Permit Conditions

Each Special Use Permit issued by the Office of Special Park Uses is based upon general conditions that protect regular visitor access, safety, and park values and resources. Other permit conditions may be imposed depending upon the proposed event activities and the Park site in which it is held. Alcatraz Island, for example, is governed by a specific set of guidelines that protect its wildlife and plant habitats, and are designed to protect visitor safety during regular and non-regular visiting hours.

### Steps in Obtaining a Special Use Permit

#### 1) Permit Request Review and Evaluation

To request a Special Use Permit, please call the Office of Special Park Uses at (415) 561-4300, or visit our website at [www.nps.gov/goga/spug](http://www.nps.gov/goga/spug). We are happy to assist you with the permit process and to guide you in planning your event or activity logistics so that they comply with special use policies, guidelines and regulations. We use the following forms during the permit process in order to evaluate your permit request:

- **Application Forms:** The Office of Special Park Uses has several specialized application forms to enable the prospective permittee to clearly articulate all aspects of the proposed program or event for NPS evaluation, and to delineate the planning criteria that are essential for NPS review. Depending upon the complexity of your event request, proposals may take up to six weeks to evaluate.
- **Permit Contract Agreement:** Usually required for large, high-impact events (such as festivals and concerts), this contract is a formal statement of agreed-upon responsibilities borne by the permittee, and a schedule of deadlines by which these responsibilities must be met in order to qualify for a Special Use Permit. For example, permittees are responsible for providing a site and logistics plan and/or route, media/publicity plan, sponsor list, concession plan, site maintenance, sanitary and trash facilities, crowd control, security, parking and pedestrian/traffic plan, first aid services, medical evacuation, and event staffing and supervision. If your permit request is approved, we require a signed Permit Contract Agreement, and compliance with the deadlines set forth in the contract.

## 2) Event Scheduling and Permit Issuance

The Office of Special Park Uses maintains a yearly calendar of all special events held in the park. All requests for event dates are issued on a first-come, first-served basis; however, the park does issue a number of Special Use Permits on an annual basis, such as the San Francisco Blues Festival, the Escape From Alcatraz Triathlon, the Bridge to Bridge Run, and the San Francisco Marathon. The NPS cannot issue additional Special Use Permits for Park sites that are already affected by annual events. The following items are required in order to reserve a calendar date for your event and issue the permit:

- **Consultation with an Event & Film Specialist:** In order to classify your prospective activity into the proper category and to establish the administrative cost for your application, it is necessary to contact one of our Event & Film Specialists. To determine the proper staff member, please call our office at (415) 561-4300. NPS staff will determine classification of all proposals. The combination of conditions and the prospective venue will be considered when determining this classification.
- **Administrative Cost Payment:** The National Park Service (NPS) is committed to recovering the cost of providing goods, resources or services to support or facilitate special park uses. These costs are determined on the basis of the type of permit sought by the applicant. These administrative costs are incurred by NPS to process every application, regardless of whether a permit is issued. These costs are therefore NON-REFUNDABLE, EVEN IF A PERMIT IS NOT GRANTED. Payment of administrative costs does not guarantee that an applicant will receive a permit. These costs must be paid before an application can be processed. Large events, which create significant impacts on park resources, or which require additional NPS personnel for public safety or traffic control, may also incur additional management costs (see below, "Event Supervision and Management").
- **Certificate of Insurance:** The Certificate of Insurance should list the United States/National Park Service, GGNRA, Bldg. 201, Ft. Mason, San Francisco, CA 94123, as "additionally insured" for the date(s) of the event or activity. This liability coverage (range: \$1,000,000 to \$5,000,000) includes operations, personal injury, product liability, property damage and loss, and other necessary categories to be listed in the permit.
- **Security Deposit:** For events with potentially high participant impact, permittees must post a bond check (preferably a cashier's check) made payable to the National Park Service. The bond amount is based upon projected number of attendees, and level and scope of event activities. It is refundable unless the deposit must be used (in whole or part) for site cleanup, trash removal, or property damage because the permittee fails to comply with permit conditions.
- **Tax ID Number or Social Security Number:** This number is required by 31 USC 7701 (c) from each person or organization doing business with the federal government. The federal government may use this number to collect and report delinquent debt.

## Event Supervision and Management

The NPS reserves the right to monitor the conditions of all issued Special Use Permits. Arrangements for onsite NPS staff to supervise, monitor, or staff special events are made in advance of the event, and fully agreed to by the NPS and the permittee. The charge for NPS personnel is \$65 per hour, with a 4-hour minimum shift. Permittees should be aware that the NPS is committed to recovering all direct costs that the government incurs as a result of issuing and managing Special Use Permits. The permittee also must appoint or act as an Event Manager. This individual must be onsite at all times during the event and must carry the Special Use Permit at all times during the event. The Event Manager must ensure that all event agents, attendees, and audiences comply with the permit conditions, directives, and instructions from NPS rangers and officers, and all posted NPS regulations.